

NH DEPARTMENT OF CORRECTIONS POLICY AND PROCEDURE DIRECTIVE	CHAPTER <u>Health Services</u> STATEMENT NUMBER <u>6.27</u>
SUBJECT: PSYCHIATRIC COVERAGE FOR SCHEDULED VACATIONS AND EMERGENCIES PROPONENT: <u>Helen Hanks, Administrative Dir.</u> <i>Name/Title</i> <u>Medical/Forensic Services 271-3707</u> <i>Office Phone #</i>	EFFECTIVE DATE <u>06/15/14</u> REVIEW DATE <u>06/15/15</u> SUPERSEDES PPD# <u>6.27</u> DATED <u>10/15/12</u>
ISSUING OFFICER: <hr/> <i>William Wren, Commissioner</i>	DIRECTOR'S INITIALS: _____ DATE: _____ APPENDIX ATTACHED: YES _____ NO _____
REFERENCE NO: See reference section on last page of PPD.	

I. PURPOSE:

To establish a policy and procedure directive to ensure that medications are prescribed according to accepted procedures, regulations and the practitioner's licensing authority.

II. APPLICABILITY:

To all staff.

III. POLICY:

It is the policy of the NH Department of Corrections that as a result of scheduled vacation times by the psychiatrist or nurse practitioner hired to work on behalf of the Department of Corrections through the Division of Medical & Forensic Services, a schedule of coverage will be created. This coverage will allow for continued psychiatric services to be provided for urgent and emergent matters that, if left unattended, could otherwise create a significant hardship to the inmate. It will also provide for ongoing assessment of inmates who are being observed in the Infirmary for reasons of concern relating to the inmate's mental status. A copy of this schedule will be available at the administrative office in the Secure Psychiatric Unit (SPU), the Outpatient Mental Health Office at all sites, and with the Health Services areas at all sites.

IV. PROCEDURES:

A. Scheduled Vacation Coverage

1. All matters needing to be scheduled will be referred to the Psychiatric Medical Director. The Infirmary or Outpatient Mental Health Services will contact the on-call psychiatric provider or psychiatric provider scheduled with any request for psychiatric services.
2. A psychiatrist or nurse practitioner will be assigned to substitute **on the days that are scheduled as workdays for the customary attending psychiatrist or nurse practitioner.** The substitute psychiatrist/nurse practitioner will report to the Outpatient Mental Health office by the agreed upon time through agreement with the Psychiatric Medical Director and be available to provide services for urgent and emergent matters

between the hours assigned. The substituting practitioner may return to his/her regular work assignment after services are no longer needed.

3. The substitute psychiatrist/nurse practitioner will contact the Administrator of Outpatient Behavioral Health Services designee upon arrival to Outpatient Mental Health for review and discussion of service needs. The Administrator of Outpatient Behavioral Health will create a prioritized list of inmates to be seen by the psychiatrist/nurse practitioner. The list will include a description of the patient or staff needs, i.e.: Mr. C is showing signs of rapid decompensation or Mr. C is complaining of intolerable side effects after a recent medication change.
 4. Inmates who are in the Infirmary for psychiatric observation are a high priority and will be a priority to be seen by the substituting practitioner. If there is a request for psychiatric services to see this inmate, this psychiatric practitioner will review the existing medical record and CHOICES (electronic mental health record) to have a clear understanding of the inmate's condition and review insights and recommendations made by the treating clinician/s.
- B. Daily Emergency Coverage:
A plan for daily emergency coverage is included on the Monday-Friday on-call schedule. Should an emergency arise and psychiatric coverage is not available for outpatient mental health due to unforeseen circumstances, outpatient mental health staff may call nursing to obtain the name of the psychiatrist/nurse practitioner on call.

REFERENCES:

Standards for the Administration of Correctional Agencies
Second Edition Standards

Standards for Adult Correctional Institutions
Fourth Edition Standards

Standards for Adult Community Residential Services
Fourth Edition Standards

Standards for Adult Probation and Parole Field Services
Third Edition Standards

Other

HANKS/clr